



## **JOB VACANCY- PROJECT MANAGER**

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of ***Project Manager***.

The Project Manager supports the Senior Project Manager in coordinating the development, implementation, and monitoring of the Company's internal and external projects to achieve project goals and support the achievement of organizational objectives.

### ***Duties and Responsibilities***

1. Develops project plans, coordinates resources in accordance with budgets, meets reporting requirements, and supervises project-related activities to ensure project outcomes are achieved at quality standards, on time, within budget and agreed scope.
2. Monitors and evaluates all aspects of project implementation, including risk and contingency management, project impact and quality measures to achieve outcomes on assigned projects.
3. Supports the preparation of designs, plans, drawings, renderings, construction documents and specifications in accordance with Client/End User requirements.
4. Supports the development of cost estimates and project budgets, promoting value engineering to provide Clients with a cost-effective end product.
5. Works closely with the Project Cost Control Officer to ensure that projects comply with project budgets, minimizing risks, managing issues, and reducing variations.
6. Works closely with the Project Quality Control Officer for quality assurance and control on all projects.
7. Supports the review of applications for payment submitted by the Contractor, assisting in making recommendations for disposition.
8. Ensures that all contractors have adequate manpower, and availability of materials for individual projects and work activities.
9. Provides support in liaising with approval agencies and statutory bodies regarding the granting of approvals and permits.
10. Provides support in liaising with utility companies regarding the provision of services to project sites and facilities.
11. Participates in tender evaluation, prepares Scopes of Work, Bills of Quantities, Project Methodologies or other tender-related documents as directed.

12. Administers the Project Management contract with the Consultants, Contractors and Sub-Contractors, serving as the main on-site liaison between the Client and the Company.
13. Supports the Senior Project Manager in all aspects of project planning, monitoring and tracking timelines and project deliverables using appropriate project monitoring tools, to resolve issues, conflicts, dependencies and critical path deliverables, in accordance with E-IDCOT's project management methodology, company policies and guidelines.
14. Works closely with the HSSE Unit to ensure that all personnel on project sites within the Company's control comply with relevant HSSE Policies and Procedures.
15. Supervises, coaches and mentors Construction Technicians, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
16. Assists in the preparation of project proposals for submission to Clients for consideration and approval, identifying the most appropriate project delivery methodology.
17. Administers the Project Management Contract with E-IDCOT's Clients, ensuring compliance with its approved terms and conditions, particularly reporting-related requirements.
18. Establishes and maintains stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met.
19. Conducts regular contractor appraisals and advises Legal and Procurement Department accordingly for updating contractor database.
20. Researches and formulates recommendations to support evidence-based project planning and decision-making.
21. Provides technical support to Senior Management on any project management related subjects.
22. Prepares written, oral, and graphic reports, photographic and other media presentations as requested.
23. Provides effective support and oversees direct reports consistent with the Company's Performance Management System and HR policies.
24. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
25. Performs any other duties as required by the job function.

### ***Education and Job Experience***

1. Bachelor's degree in Civil, Structural or Construction Engineering; and
2. Minimum 3 years' experience in project administration and management.
3. Supervisory experience will be considered an asset.
4. Professional designation PMI (PMP) or a suitable equivalent will be considered an asset.
5. Demonstrated experience in the administration of FIDIC type contracts will be considered an asset.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

1. Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
2. Excellent leadership, communication (written, verbal and presentation) and interpersonal skills.

3. Technically competent with various software programs, including but not limited to Microsoft Office (Word, Excel, PowerPoint, Visio) and Microsoft Projects.
4. Planning
5. Risk mitigation and management
6. Conflict management
7. Adaptability and flexibility
8. High level of stress tolerance
9. Ability to work in a cross-functional environment.

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### Instructions for Applicants

Applications **must** be submitted via **email** to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T. McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Thursday 14<sup>th</sup> May 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***